

NCAA DIVISION I ATHLETICS CERTIFICATION PROGRAM

Role of the Campus Contact

The purpose of this document is to acquaint the campus contact with the variety of responsibilities that he or she could assume during the athletics certification process.

1. Typical duties assigned to the campus contact include:

- ___a. Coordination of the identification and communication of second-cycle institutional plans and/or corrective actions taken by the NCAA Division I Committee on Athletics Certification (hereafter referred to as "the committee").
- ___b. Coordinating the collection and dissemination of information about the self-study and certification process to institutional personnel.
- ___c. Fielding questions from institutional personnel regarding the interpretation of certification policies and procedures as contained in the handbook and self-study instrument.
- ___d. Forwarding any interpretive questions to the NCAA staff, as necessary and communicating the answers to appropriate institutional staff members and the steering committee chair.
- ___e. Coordinating preparations for the evaluation visit, including:
 - ___(1) Arranging lodging and meals for members of the peer-review team and staff.
 - ___(2) Arranging travel for members of the peer-review team.
 - ___(3) Scheduling interviews and other peer-review team activities.
 - ___(4) Organizing work-related needs for peer reviewers (e.g., computer resources, meeting rooms).

2. Additional duties that the campus contact may assume include:

- ___a. Collecting and organizing basic data related to the institution's self study.
- ___b. Helping to coordinate the self-study effort on campus (e.g., interviews).
- ___c. Coordinating communications for the institution related to:

- ____(1) Approval from the committee for the institution to use the services of outside consultants.
 - ____(2) Information about the self-study process (e.g., evaluation-visit status, peer reviewers) to the institutional community, electronic and print media, and the general public.
 - ____(3) Comments concerning potential peer-review team members proposed by the committee.
 - ____(4) Evaluative comments to the committee on the self-study process, the work of the committee and the work of the peer-review team.
- ____d. Organizing any follow-up studies and reports that may be identified by the institution or required by the committee.